

Office of the State Treasurer
Millennium Scholarship Program
Public and Private High School
Requirements for Data
Instructions for Submitting Data

Instructions:

The header columns below include the required fields needed for Millennium Scholarship data submission. Formats that will be accepted are: Microsoft Excel (any version) or text comma delimited file. Please go to our website at <http://NevadaTreasurer.gov>, click on the Millennium Scholarship icon, click on "High School Eligibility Reporting." You will find the Excel spreadsheet with data format for reporting the class of 2006 eligibility data. Please download the spreadsheet to CD, DVD, or diskette, complete the information, and mail to the State Treasurer's office in the envelope which will be supplied with our May 24, 2006 mailing to you.

Headers	See Instruction	Description	Format
SSN	Set 1	Social Security Number	
HID	Set 1	High School Student ID Number	
LAST	Set 1	Last Name	
FIRST	Set 1	First Name	
MIDDLE	Set 1	Middle Name	
PHONE	Set 2	Phone Number (Include Area Code) (No Dashes)	7752332456
MAILING	Set 1	Mailing Address	
MAILINGCITY	Set 1	Mailing City	
MAILINGSTATE	Set 1	Mailing State	
MAILINGZIP	Set 1	Mailing Zip	
DOB Month	Set 3	Date of Birth (Month) ex. 01 for Jan	[mm]
DOB Day	Set 3	Date of Birth (Day) ex. 09	[dd]
DOB Year	Set 3	Date of Birth (Year) ex. 1988	[yyyy]
GRADYEAR	Set 3	Graduation Date (4 digit year) example: 2006	
SCHOOL	Set 4	High School	
DISTRICT	Set 4	School District	State Code
RESIDENT	Set 5	2-Year High School Residency Requirement	[Yes / UN]
EXAM	Set 5	Passed Proficiency Exam	[Yes / No]
GPAUN	Set 6	Unweighted GPA [Score] (3.10 or above only)	
GPAWT	Set 6	Weighted GPA [Score] (3.10 or above only)	

Example of the Spreadsheet:

SSN	HID	LAST	FIRST	MIDDLE	PHONE	MAILING	CITY	STATE	ZIP
555555555	54236	Doe	John	C.	7752332456	P.O. Box 333	Carson	NV	88701

DOB (Month)	DOB (Day)	DOB (Year)	GRAD YEAR	SCHOOL	DISTRICT	RESIDENT	EXAM	GPAUN	GPAWT
01	09	1988	2006	501	13	YES	YES	3.5	3.5

**PLEASE SUBMIT ALL REQUIRED DATA FOR EACH ELIGIBLE
STUDENT WHO HAS GRADUATED FROM YOUR INSTITUTION. IF YOU HAVE ANY
QUESTIONS PLEASE CALL 702-486-3383 AND ASK FOR CHRISTY THURSTON.**

Requirements for Data

GENERAL INSTRUCTIONS

When submitting your district data, list only students who have met the following three criteria:

- Graduated with a diploma from a Nevada public or private high school**
- Passed all areas of the Nevada High School Proficiency Exam**
- Achieved at least an overall 3.10 GPA or above (weighted or unweighted)**

Instruction Set 1

SSN (Social Security Number):

Required

Please provide if available.

HID (High School Student ID Number):

Last, First, and Middle Names:

Required

Mailing Address:

Please provide complete mailing address: **address, city, state and zip code.**

Instruction Set 2

Phone: Please provide if available. Please do not include dashes or parentheses. Example: 7756845600

Instruction Set 3

Date of Birth

Required: Format as the following:

DOB (Month)

example: 01 (for Jan)

DOB (Day)

example: 09

DOB (Year)

example: 1988

Please keep DOB in this format for correct calculation.

GradYear:

Required: Format as follows YYYY Example: 2006
Please check correct grad year entered or student's data will be rejected.

Instruction Set 4

School: [State Code]

Required: Use state of Nevada assigned code. (Please refer to attached high school code list.)

District: [State Code]

Required: Use state of Nevada assigned code.

Instruction Set 5

Resident: [Yes/UN]

Required: Please enter **Yes** if you can confirm that the student has been a resident for two of his or her high school years. **UN** if you cannot confirm the student's residency*.

Proficiency Exam: [Yes/No]

Required: Please enter **Yes** if you can confirm that the student passed the exam. **No** if you confirm he or she did not pass the exam.

Instruction Set 6

GPAUN, GPAWT:

Required: Please provide weighted or unweighted GPA. Please provide both if available. A student is eligible with a 3.10 weighted or unweighted GPA.

* If this requirement presents a problem for your district for the current year, please contact Christy Thurston at (702) 486-3383.

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Data Requirement Form

F-1 Visa Students

And

Adjusted Diploma Recipients

F-1 Visa students: **Are not eligible for the Millennium Scholarship. Please contact our office regarding the eligibility of students with other nonpermanent immigrant visas.**

Adjusted Diploma recipients: **In order to be eligible, students who receive an adjusted diploma must also pass all areas of the Nevada High School Proficiency Exam.**

If you have any question regarding the above, please contact Christy Thurston at (702) 486-3383.